PHASE II: NH FIRST

DRA TIME MANAGEMENT



NH FIRST STANDARD TIME & LEAVE FUNCTIONS DECEMBER 13, 2011



NH FIRST: Payroll Time & Leave Objectives



Time Reporting

- Replace paper timecards with online timecards
- Automate business rules & calculations where practical
- Offer hours/decimal and time-in/time-out versions
- Integrate time reporting with approved leave functions
- Enable proxy processing for employees without online access

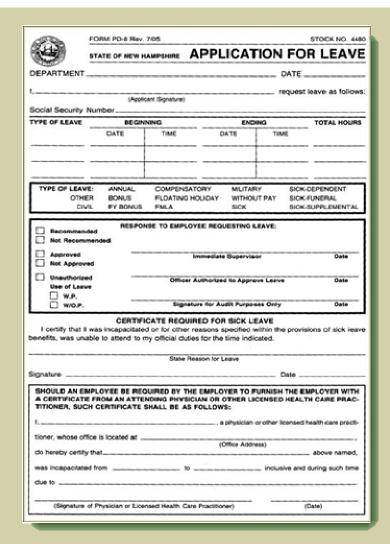
Leave Requests

- Replace paper Application for Leave with online Application for Leave
- Integrate GHRS leave balances and display to employees
- Enable future requests prior to actual accrual
- Integrate with timecard to display approved leave requests in respective pay period timecards

Time & Leave Approvals

- Online review/approval for supervisors based on GHRS reporting relationships
- Enable line item approval/rejection with comments for timecards
- Enable approval of leave requests in advance of actual accruals
- Control usage of leave with automated edits to balances on timecard
- Display all pending and approved leave for all employees for a supervisor

Existing Application for Leave





- Paper Form duplicate
- Not input to GHRS until usage/payroll
- Requires hours and time-in/time-out
- Multiple levels of approval
 - Recommended
 - Approved
- Used to certify Doctor notes
- Open-ended Reason for Sick Leave
- Used to certify Unauthorized Leave w/o Pay

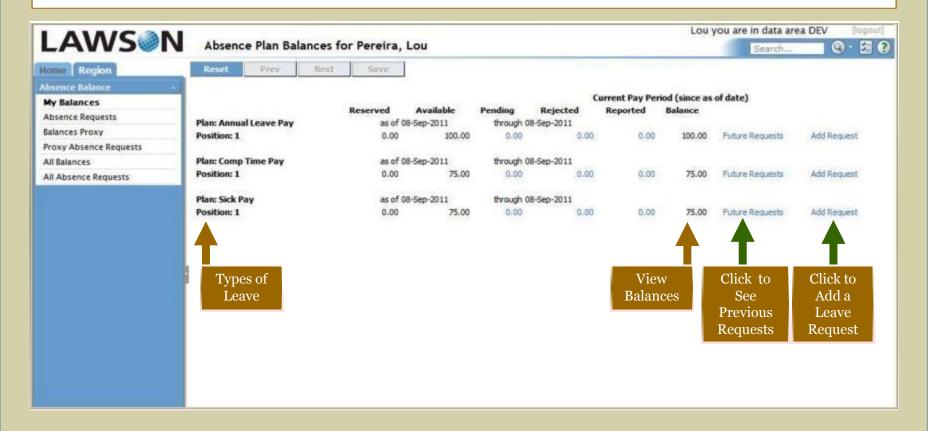
New Entry to Application for Leave



Begin by viewing leave balances by for each type of leave.

Add a new request by clicking the Add Request link for the selected type of leave.

This screen also enables employee to view historical requests.



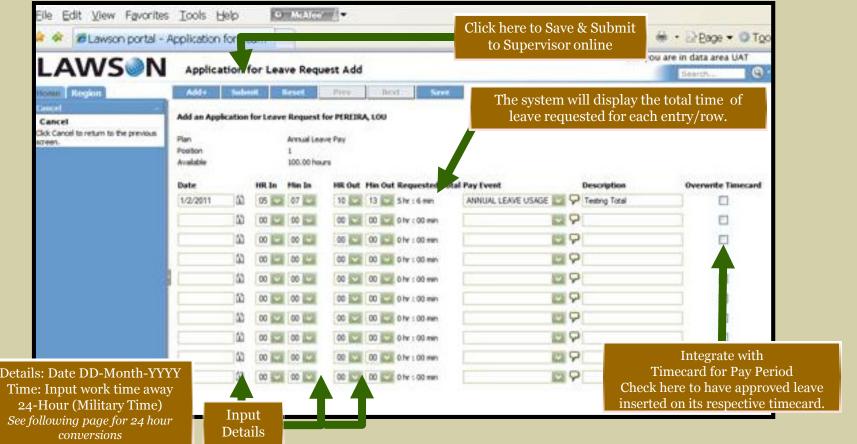
Creating an Application for Leave



Clicking the <u>Add Request</u> link on the previous page will present a new Application for leave to be used to input details. In this example, all entries apply to the Annual leave type because that was the balance selected on the previous page.

The Application for Leave form uses a 24-hour clock format to calculate and record the amount of leave time being requested. One row can be used to report a single day's worth of time or multiple rows can be used to report precise and detailed time away from the office.

Please note: unpaid lunch breaks are not automatically accounted .



Converting Analog Time AM-PM to 24-Hour Military Time

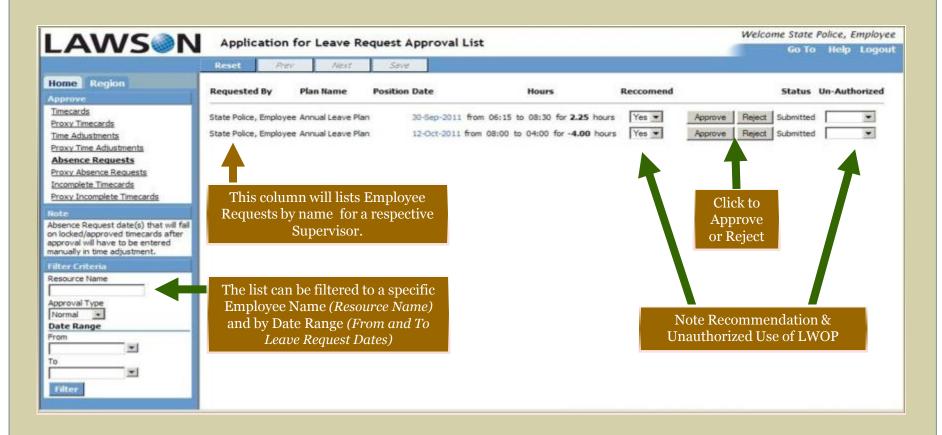


Analog Time AM-PM	Military Time 24 Hour Clock	Analog Time AM-PM	Military Time 24 Hour Clock	Analog Time AM-PM	Military Time 24 Hour Clock
12:00 AM	00:00	8:00 AM	08:00	4:00 PM	16:00
12:30 AM	00:30	8:30 AM	08:30	4:30 PM	16:30
1:00 AM	01:00	9:00 AM	09:00	5:00 PM	17:00
1:30 AM	01:30	9:30 AM	09:30	5:30 PM	17:30
2:00 AM	02:00	10:00 AM	10:00	6:00 PM	18:00
2:30 AM	02:30	10:30 AM	10:30	6:30 PM	18:30
3:00 AM	03:00	11:00 AM	11:00	7:00 PM	19:00
3:30 AM	03:30	11:30 AM	11:30	7:30 PM	19:30
4:00 AM	04:00	12:00 PM	12:00	8:00 PM	20:00
4:30 AM	04:30	12:30 PM	12:30	8:30 PM	20:30
5:00 AM	05:00	1:00 PM	13:00	9:00 PM	21:00
5:30 AM	05:30	1:30 PM	13:30	9:30 PM	21:30
6:00 AM	06:00	2:00 PM	14:00	10:00 PM	22:00
6:30 AM	06:30	2:30 PM	14:30	10:30 PM	22:30
7:00 AM	07:00	3:00 PM	15:00	11:00 PM	23:00
7:30 AM	07:30	3:30 PM	15:30	11:30 PM	23:30

Approving Applications for Leave



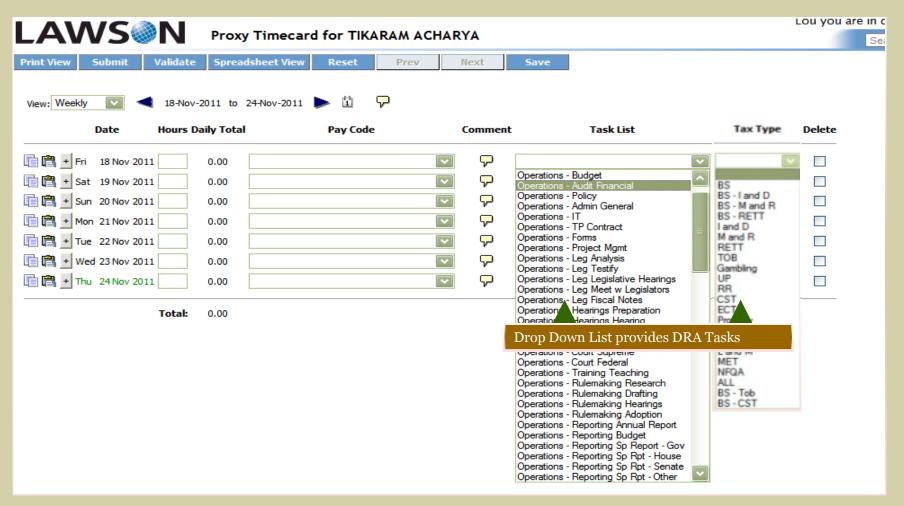
Authorized Approvers are presented with their employees' requests all in one place. Supervisors can review all approved & pending requests to manage coverage.



New Standard State Hour/Decimal Timecard Time can be input daily & saved by employee without Employee can choose to view Timecard by Day, Week, or Pay Period submitting to Supervisor for approval. Lou you are in data area UAT **LAWS**N Timecard for Lou Pereira Q - 🚝 ? Search.. Print Vie Submit Submit and Close Delete Validate Spreadsheet View Cop Last Pay Period Next Save Note: System Knows Employee, View: Pay Period V 04-Nov-2011 to 17-Nov-2011 Date & Pay Period **Hours Daily Total** Date Pay Code Comment Cost Center Delete Click Here for Drop Down List of Pay Codes ## Fri 4Nov 2011 0.00 (e.g. Regular, Annual, Holiday, OT, Sick) # Sat 5 Nov 2011 0.00 See pages that follow for a list of Statewide Pay Codes F Sun 6 Nov 2011 0.00 Input an override to Cost Center 0.00 (Accounting Unit) when appropriate. Employee Inputs total Hours* worked for each line of detail (i.e. Day or Pay Code) Click here to Select a row for deletion upon P Save/Submit Fri 11 Nov 2011 0.00 F Sat 12 Nov 2011 0.00 P Sun 13 Nov 2011 Holidaus are System Totals employee input by highlighted in Green Mon 14 Nov 2011 0.00 Day and by Week (or Pay Period) Click the + Button to add Ç 0.00 more time rows to a day. 0.00 Certain Pay Codes will prompt questions 17 Nov 2011 0.00 to be answered by employee. (e.g. Overtime will ask for approval information). Total: 0.00 Additional Information Save Cancel Click the Copy and Paste icons *Note: The system operates using **•** Approved? to copy and paste a row of standard decimals for hours. By Whom? detail to another day or row. 7 hours 30 minutes equals 7.5 Is this Disaster related? Ono Oves If Yes: - Please enter the Disaster See next page for time to decimal conversion details.

NH FIRST Timecard DRA





Time: Minutes to Decimal Conversions

Timecards Using Hours/Decimal input



minutes H:00-H:15	decimal portion of hour	minutes H:16-H:30	decimal portion of hour	minutes H:31-H:45	decimal portion of hour	minutes H:46-H:59	decimal portion of hour
0	0.00						
:01	0.02	:16	0.27	:31	0.52	:46	0.77
:02	0.03	:17	0.28	:32	0.53	:47	0.78
:03	0.05	:18	0.30	:33	0.55	:48	0.80
:04	0.07	:19	0.32	:34	0.57	:49	0.82
:05	0.08	:20	0.33	:35	0.58	:50	0.83
:06	0.10	:21	0.35	:36	0.60	:51	0.85
:07	0.12	:22	0.37	:37	0.62	:52	0.87
:08	0.13	:23	0.38	:38	0.63	:53	0.88
:09	0.15	:24	0.40	:39	0.65	:54	0.90
:10	0.17	:25	0.42	:40	0.67	:55	0.92
:11	0.18	:26	0.43	:41	0.68	:56	0.93
:12	0.20	:27	0.45	:42	0.70	:57	0.95
:13	0.22	:28	0.47	:43	0.72	:58	0.97
:14	0.23	:29	0.48	:44	0.73	:59	0.98
:15	0.25	:30	0.50	:45	0.75		

Examples:

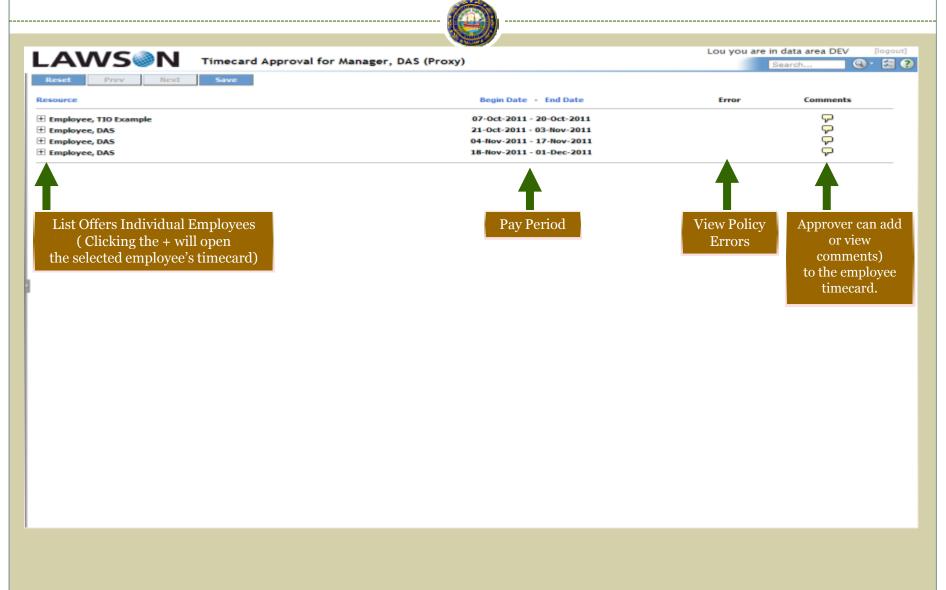
- Seven and a half hours (7:30) equals 7.50 hours input to NH FIRST Timecard
- Two hours and forty-five minutes (2:45) equals 2.75 hours input to NH FIRST
- Twenty-four minutes (0:24) equals 0.40 hours input to NH FIRST

Statewide Pay Codes in Drop Down list

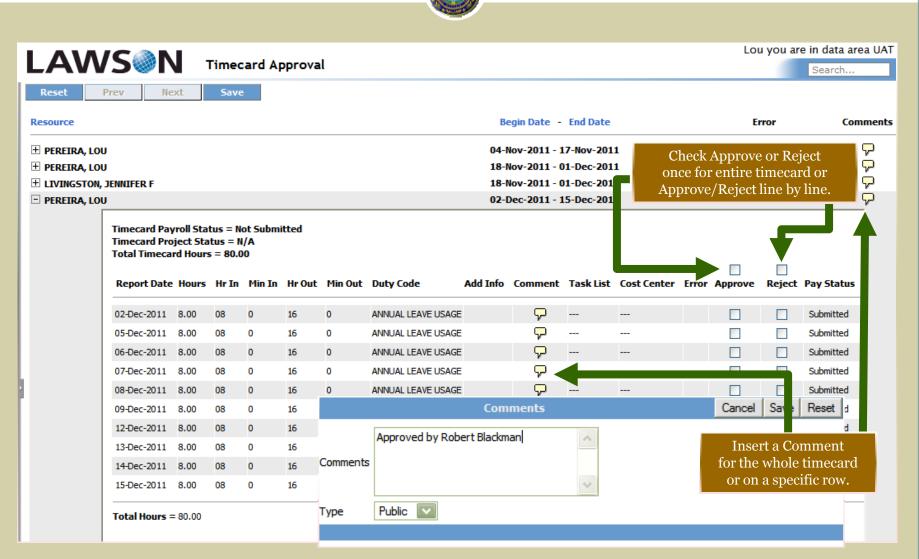


GHRS CODE	As Displayed on Drop Down Pick List	GHRS CODE	As Displayed on Drop Down Pick List	GHRS CODE	As Displayed on Drop Down Pick List
REGLR	REGULAR PAY	ANNLV	ANNUAL LEAVE USAGE	SICKS	SICK LEAVE USAGE
OTM18	OVERTIME 1.5 PERM 40 HR	FYBNS	FISCAL YEAR BONUS LEAVE USAGE	SICBU	SICK LEAVE BENEVOLENT USAGE
OTIME	OVERTIME 1.5 PT & TEMP	FLOAT	FLOATING HOLIDAY LEAVE USAGE	SICKD	SICK DEPENDENT LEAVE USAGE
STM18	OVERTIME STRAIGHT PERM	СМРМА	COMPENSATION LEAVE EARNED	SICKB	SICK LEAVE BEREAVEMENT USAGE
STIME	OVERTIME @ STRAIGHT PT & TEMP	СОМР	COMPENSATION LEAVE USAGE	SICKM	SICK ADDITIONAL DEP LEAVE FMLA
CLLBO	CALL BACK PAY 1.5	CIVIL	CIVIL LEAVE USAGE	FLAN	FMLA ANNUAL
RCALL	RECALL STATUS PAY	MLTRY	MILITARY LEAVE USAGE	FLCU	FMLA COMPENSATORY USAGE
SHIFT	SECOND SHIFT DIFFERENTIAL	MLWP	MILITARY LEAVE WITHOUT PAY	FLFH	FMLA FLOATING HOLIDAY
SHFT3	THIRD SHIFT DIFFERENTIAL	LWOPP	LEAVE WITHOUT PAY PERSONAL	FLWP	FMLA LEAVE WITHOUT PAY
WKEND	WEEKEND DIFFERENTIAL	LWOPS	LEAVE WITHOUT PAY SICK	FLWD	FMLA LWOP DEPENDENT
NRSFT	SHIFT DIFF. (NOT REG ASSIGNED)	HLDY	HOLIDAY NOT WORKED	FLWE	FMLA LWOP EMPLOYEE
DISRE	DISASTER RELIEF SERVICES	HLDAY	HOLIDAY PAY 1.5 WORKED FT	FLMM	FMLA MILITARY
STDBY	STAND-BY PAY STRAIGHT	HLDPT	HOLIDAY PAY 1.5 WORKED PT	FLAS	FMLA SICK
CP15	COMPENSATION TIME EARNED 1.5	HLD19	HOLIDAY PAY STRAIGHT FLEX SCHD	FLSD	FMLA SICK DEPENDENT USAGE
SWPB	SUSPENDED WITH PAY	HLDNS	HOLIDAY PAY STRAIGHT PT	FLSS	FMLA SICK BENEVOLENT USAGE
		НСМРА	HOLIDAY COMP TIME ACCRUAL	FLMB	FMLA USE OF FISCAL YEAR BONUS
				WCSS	WORKERS COMP SICK LEAVE USAGE
				WCBU	WORKERS COMP SICK BENEVOLENT USAGE
				WCFB	WORKERS COMP FISCAL YEAR BONUS
				WCAN	WORKERS COMPE ANNUAL LEAVE
				WCCM	WORKERS COMP COMPENSATORY TIME

Approver's Queue of Individual Timecards



New Standard Time Approval: Individual Timecard



Payroll Processing: 2 Weeks in Arrears

NH FIRST Process for a Single Pay Period



- KEY

 Time Reported (employee & manager input)
 - Weekly Time Summary Reports
 - ☑ Time Approvals
 - \$ Check Date
 - Time Interface to GHRS

P1: GHRS Payroll Cycle **S1:** GHRS 1st Supplemental S2: GHRS 2nd Supplemental

Period to be Paid

Processing Period

Activities









Approval Time cards for the current Pay Period:



Employees and Managers are able to Input, Save, Submit and

Submitting them for Approval – in NH FIRST



Employees can Input, Save and Alter Timecards prior to

Managers can Audit, Approve, Reject and Input/Alter via

HR/Payroll Administrators can Audit, and Approve, Reject











timecards for the Period.

Managers can Audit- in NH FIRST

HR/Payroll Administrators can Audit, Reject and make Corrections all via Proxy - in NH **FIRST**



The Period is Closed in NH FIRST for Timecards.

NH FIRST data has uploaded to GHRS creating CPER & CLEV transactions some of which may suspend requiring correction in GHRS.ons

HR/Payroll Administrators can Audit, Correct and reprocess in GHRS using the standard Supplemental 1 and Supplemental 2 cycles.

Tools

Data



and Input/Alter all via Proxy - in NH FIRST

Proxy prior to Approval - in NH FIRST











Ρ1

Individual timecards and leave requests are always viewable in NH FIRST (Current & Historical)

Managers' NH FIRST approval screens list all respective employee timecards or leave requests submitted for approval. Items remain in queue until approved. Leave requests already approved are viewable from within newly received leave requests. A leave request report is under development to present a manager's employees' leave activity in a calendar format.

Managers and HR/Payroll Administrators can run NH FIRST reports on demand: (insert list of reports)

GHRS processing and corrections following P1 GHRS Payroll Cycle continue per GHRS operating procedures.

Pay Day